



**TRANSIENT OCCUPANCY
COMMUNITY FACILITIES DISTRICT
TAX RETURN**

Hotel/Motel: _____
Attn: _____
Address: _____
City/State/Zip: _____

Account No: _____
Period End Date: _____

PART A: Transient Occupancy Tax: Applicable to all hotels/motels/corporate housing/short-term rentals

- 1. Gross rent for exercising occupancy of rooms. \$ _____
- 2. Less: Exemptions (**attach TOT Exemption Report, Exhibit III**). \$ (_____)
- 3. Taxable Rents: Line 1 minus Line 2. \$ _____
- 4. Transient Occupancy Tax: 12.5% of Line 3. \$ _____
- 5. Penalties and Interest (See Part C). \$ _____

PART B: Community Facilities District Tax: Applicable only to notified hotels in the vicinity of Levi's Stadium.

- 6. Community Facilities District Tax: 2.0% of Line 3 \$ _____
- 7. Total Amount Due City for the Period: Sum of Lines 4-6 \$ _____

PART C: Interest and Penalties: Applicable to hotels paying after due date (See item 4, under INSTRUCTIONS).

(a) Delinquency Interest. Any operator who fails to remit any tax imposed by this chapter within the time required shall pay interest as determined by SCCC 3.25.110.
(b) Penalty for willful noncompliance or repeated delinquencies. If the Director of Finance determines that the nonpayment of any remittance due under this chapter is due to willful noncompliance or repeated delinquencies, a penalty of 25% of the amount of the tax shall be added thereto in addition to the interest as required by SCCC 3.25.110.

PART D: Statistics

Property Type Hotel/Motel Corporate Housing Short-Term Rental

No. of Rooms at this Site _____ Avg. Room Rate _____ Avg. Occupancy Rate (%) _____
(Rooms booked divided by rooms available for the month)

I declare under perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE	TITLE	DATE
_____	_____	_____
PLEASE PRINT NAME	PHONE NO.	
_____	() _____	

Send completed form and payment to:

City of Santa Clara Business • Tax Unit • 1500 Warburton Ave, Santa Clara, CA 95050

Instructions

1. Complete Parts A-D. Part B applicable only to notified hotels in the vicinity of Levi's Stadium.
2. Sign and return this form with payment to:
City of Santa Clara
Business Tax Unit
1500 Warburton Ave
Santa Clara, CA 95050
3. Make checks payable to:
City of Santa Clara
4. Tax shall be due and payable on or before the last day of the month following the close of each reporting period.
5. Returns and payments are due immediately upon cessation of business for any reason. (See Sec. 3.25.060 (a) & (b) of Transient Occupancy Ordinance.)

Exemptions Section 3.25.040

No tax shall be imposed upon:

- (a) Any person as to whom, or any occupancy as to which, it is beyond the power of the City to impose the tax herein provided.
- (b) Any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty.
- (c) Any Federal or State of California officer or employee on official business who shall provide one of the following:
 - (1) A warrant or check drawn on the Treasury of the United States; or
 - (2) A copy of the official travel orders indicating the issuing governmental agency and the employee's full name; or
 - (3) A copy of a letter on the official letterhead of an exempt governmental agency requesting exemption and listing the employee's name and stating that the stay is for official government business. The dates of occupancy must also be included;
 - (4) These requirements are listed on the approved City form, which must be completed by the guest at the time of registration. Failure to satisfy these requirements will result in no tax exemption.

Copies of the documentation for each exemption claimed must be submitted to the Director of Finance with each return made pursuant to [SCCC 3.25.090](#).

(d) The provisions of this chapter shall not apply to occupancy of a transient occupancy facility owned or operated by a religious, educational or charitable group and used for religious, educational or charitable purposes, which is not conducted for profit and no part of the earnings of which inures to the benefit of any private shareholder or individual.

(e) No exemption shall be granted except upon a claim therefor made at the time rent is collected and under penalty of perjury upon a form prescribed by the Director of Finance. (Ord. 1847 § 2, 10-20-09).